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April 21, 1976

TO: Directors of Personnel
FROM: Clinton Smith *CS*
Executive Vice-Chairman

SUBJECT: Status Reports on IAG Committee Activity (Based on the IAG
Committee Objectives Outlined in the 1975 IAG Annual Report)

I thought it would be useful and informative to you to have the attached FY-76 second and third quarterly status reports on IAG Committee progress toward established objectives for this fiscal year in line with the overall goals of the full IAG for effective joint consultation and communication.

We expect that in the future the Committees will continue to play an increasingly important role in following through on conference action items. A year-end report on all IAG activity will be released after July 1, 1976, and thereafter quarterly status reports will be sent to you to keep you informed of the status of all IAG activity outlined in that report for accomplishment during FY-77.

Attachments

Third Quarterly Status Report of IAG Committee
Goals and Objectives - FY 1976

Following is an overview of IAG Committee activity and progress toward FY-76 goals and objectives (as of March 31, 1976). A full and detailed summary report of all Committees' progress and results in meeting established objectives in FY-76 will be provided at the end of the fiscal year.

IAG Committee on Adverse Actions and Appeals

This Committee reports it has continued to hold monthly meetings this quarter of the full Committee and has had meetings of its Subcommittees.

-- Policy Subcommittee

The Policy Subcommittee considered in greater detail questions raised in the general meetings, providing detailed agency suggestions for the Commission to consider when preparing possible new policy on occupational safety and health questions in relation to agency grievance systems, mitigation of penalties in adverse action appeals, etc.

-- Legislative Subcommittee

The Legislative Subcommittee was convened this quarter on short notice to consider major legislation proposed by Chairman Henderson, Subcommittee on Manpower and Civil Service, for reform of the civil service, involving among other provisions, the creation of a new independent Board on Employee Appeals.

The Committee reports this sharing of information has proved exceedingly successful thus far this year. The Committee chairmanship has been made aware of court cases and agency problems in the areas of the Committee's concerns, and in turn shared possible policy changes with members. Overall, progress is being made toward the committee's goals and objectives this reporting period. Also, new directions have been discussed for the future.

IAG Committee on Development and Training

During the third quarter this Committee reports it has continued its effort on all the planned objectives for FY-76. Significant progress was made in:

- Planning a series of seminars on executive development for the purpose of examining progress in fulfilling FPM Chapter 412-2 requirements. The seminars will be conducted during the fourth quarter.
- Designing a common permanent training record.

- Making recommendations for the standardization of per diem rates for long-term training programs and training programs when food and/or lodging is provided as part of the registration fee.
- Planning a study concerning the effectiveness of individual development plans.
- Completing a directory of Federal training officers.
- Completing a catalog of Federal training facilities available to agencies.
- Planning a training information sharing workshop for training officers in the Washington, D.C. area.

The Committee reports the majority of all objectives will be accomplished by the end of the fiscal year.

IAG Committee on Equal Employment Opportunity

In the early part of the third quarter the EEO Committee reported, based on input and discussions from its membership, the following plans to expand on the Committee framework and facilitate communication within the EEO community.

- The IAG EEO Committee will consist of the Directors of EEO. The Director of the Office of Federal EEO will chair the Committee.
- The Committee will have three subject-matter Subcommittees and three ad hoc Councils. Each Subcommittee will have a Civil Service Commission staff and an agency person as co-chairman. There will be a Subcommittee on EEO Complaints, Upward Mobility, and Affirmative Action. There will be a Spanish-Speaking Coordinators' Council, a Federal Women's Program Coordinators, and a Small Agency Directors' Council.
- The EEO Committee will also have a steering group consisting of the co-chairman of each Subcommittee and Council, as well as eight directors of EEO selected to serve on a yearly rotating basis.
- Meetings of Subcommittees and Councils may be called by the co-chairmen. The steering group will meet at least monthly and the full Committee shall meet at least three times a year.

The Committee stated this arrangement will facilitate communication and make it possible for issues of concern to reach the steering group and be referred to the Commission, committees, or councils, as appropriate, for resolution. The steering group would be able to set up objectives for the committees and inquire of the Commission or agencies into matters of concern.

Following is the status on progress towards achieving the FY-76 objectives of the IAG EEO Committee:

- Study of methods to insure more timely processing of EEO complaints: Partially completed. New Part 713 regulations returned for further staff work since the proposed procedures for filing class complaints of discrimination took precedence.
- Study of ways to provide adequate EEO Counselor and EEO Investigator training to meet certification requirements: Partially completed. The Subcommittee on Discrimination Complaints will be reviewing agency training for investigators and counselors.
- Consider establishment of an IAG Subcommittee on Upward Mobility to enhance program effectiveness: Completed. Subcommittee on Upward Mobility meeting set for April 28.
- Continuing review and improvements in CSC EEO regulations and FPM guidelines: Partially completed. Proposals for processing class complaints of discrimination have been distributed for comment. Draft proposal now being prepared concerning rights of discriminating officials.
- Continue working with small agencies as a group through monthly meetings: Completed. Small Agencies Council meets regularly.

IAG Committee on Executive Manpower

During the quarter ending March 31, 1976, the IAG Committee on Executive Manpower reports it finished a period of intense activity. All three Subcommittees met frequently to complete analyses of FPM Supplement 305-1. The Subcommittee on Executive Development and Utilization also prepared a report on proposals for the third year of the Federal Executive Development Program (FEDP-III).

On February 24, 1976, the full Committee held its second meeting and discussed the Subcommittee reports which had been mailed out earlier. Ideas presented in the Subcommittee report and the Committee discussion were incorporated in the announcement of FEDP-III. Ideas concerning FPM Supplement 305-1 are being used in the final writing of the issuance.

The Subcommittee on Executive Development and Utilization will continue to be actively involved in the many aspects of Federal executive development. The other subcommittees will also be studying various executive manpower issues. The full Committee expects to continue to meet on a semiannual basis.

IAG Committee on Job Evaluation

A general meeting of the Committee was held January 22, 1976. Discussion covered the assignment of occupations within the sections of the Standards Division of the Bureau of Policies and Standards, the occupational standards studies schedule for the remainder of FY-76, agency participation in standards development, an update of developments on the Factor Evaluation System (FES) and the proposed Classification Standards Advisory Board, and brief presentations on a "non-pay comparability" study being performed by the Bureau of

Policies and Standards and on OMB's Standard Occupational Classification (SOC) manual. Committee members were also asked to volunteer for specific subject Subcommittees.

The second meeting of the Committee during the third quarter was in the form of formalized FES training, March 29-31, provided for the entire Committee.

IAG Committee on Labor Management Relations

This committee held monthly meetings this quarter - January, February, and March 1976, to discuss problems and issues of immediate concern in the labor management relations area. Topics discussed included: management's obligation to negotiate during the life of a fixed-term agreement; recent third-party developments; recent developments affecting labor relations legislation; CSC-OMB guidelines revisited, and the Comptroller General's "160-hour" decision of March 22, 1976.

Announcements were made to committee members and literature distributed concerning the 3rd International Conference on Industrial Trends in Labor Relations held recently in Montreal.

The Subcommittees appointed during the second quarter continue meetings to consider the issue of unit consolidation, the issue of mid-term bargaining and other matters.

IAG Committee on Pay, Leave and Hours of Duty

The full Committee did not meet this quarter; however, a meeting is planned at the time the legislative proposal implementing the Pay Panel recommendations is submitted to Congress.

The Steering Committee held one meeting in January 1976 at which there was discussion of the status of plans for implementing the recommendations of the President's Panel on Federal Compensation.

The workgroup on hazard differentials met in March 1976 to review and discuss the draft questionnaire developed for the "Survey of Compensation Practices for Unusual Work Conditions" and discuss the scope of the planned survey.

The facilities of the IAG were used to distribute the Summary Report of CSC studies on Federal White Collar Compensation.

IAG Committee on Personnel Research

During this quarter, two meetings were held with a workgroup of six agency psychologists from the Committee regarding the EEOCC Draft Uniform Guidelines on Employee Selection Procedures. At the first meeting the psychologists were briefed on the background of the Draft Uniform Guidelines and on the CSC task force established to review them. At the subsequent meeting the psychologists expressed their comments on the document. Their views served as inputs to the Personnel Research and Development Center (PRDC) represen-

atives on the task force.

A meeting of the full Committee was arranged for April 1, 1976. The planned agenda included a representation on the work of the Organizational Psychology Section of PRDC as well as further discussion regarding the Draft Uniform Guidelines.

IAG Committee on Retirement, Insurance, and Occupational Health

The Committee's objectives, as previously identified, are to (1) devote attention to pending legislation; (2) solicit agency input on GAO and other reports or studies of BRIOH programs; (3) consider specific BRIOH projects having general impact; and (4) discuss items of interest to agencies. The committee reports that due, in part, to the unavailability of key Bureau staff during the third quarter, no committee meetings in furtherance of these objectives were held. The Committee does anticipate holding a meeting during the fourth quarter, with the agenda to be determined after consultation with the steering committee.

IAG Committee on Security and Suitability

This Committee has not had a formal meeting during this most recent quarter. It reports that while there have been areas of concern with the membership, these were dealt with on an individual basis, and not at formal meetings.

In particular, the Commission is now participating in a study of a revision of Executive Order 10450. Many members of the Committee have been invited to these planned meetings.

The Committee reports it will also form a continuing subcommittee for the agenda, to assist in the scheduling of meetings and publishing of agenda items, thereby providing agency input into the Committee's program.

IAG Committee on Staffing

The full Committee has met once this quarter - on February 20, 1976.

The IAG Staffing Subcommittees have continued on an "as-needed" basis for study purposes and to make critiques and recommendations, as required, e.g., Fellow Junior Fellowship Program. At the same time, greater use of the full Committee has occurred as well as use of ad hoc committees on the New Hires Estimates Survey and Development of Personnel Staffing Specialists.

The objective of revitalizing the Subcommittee on Merit Promotion per se, the Committee reports, has not been revitalized owing to other means established for developing and revising merit promotions policies. These other means include review and comment by all Committee members on newly proposed merit promotion policies and a select group of major agency representatives to serve as a sounding board on the latest proposals for merit promotion policies and procedures.

Topics for discussion and study by the full Committee and Subcommittees have been determined by membership and CSC discussions as well as those which arise from the Steering Group. Examples include Project SCORE, Typist/Steno Self-Certification, TOSS Survey, New Hire Estimates Survey, and revised Summer Employment Program Policy.

IAG Committee on Federal Personnel Management Information Systems

The Committee as a whole met once during this period. At this meeting, representatives of the Department of Health, Education, and Welfare presented a well-received briefing on their automated personnel processing system. This was the first in a continuing series of sharing of agency experiences in applying automation to personnel processing. The Committee also continued to monitor record-keeping aspects of Privacy Act implementation, uniform guidelines on selection, the developing FPMIS, and various proposed CSC records policy issuances.

Considerable progress continues to be made on achieving the FY 76 objectives of this Committee:

-- Subcommittee on Personnel Processing

At the call of the chair-person, twenty-six agencies have established representation on the Subcommittee. The Subcommittee was briefed on the status of the FPMIS project and how the Subcommittee will need to interact with the Subcommittee on Personnel Data Standardization in developing a personnel action code. The Subcommittee also reviewed upcoming issuances in the FPM 290 series and discussed proper screening of Official Personnel Folders prior to their transfer to the National Personnel Records Center. A workgroup was established to develop revised and consistent instructions for service computation dates.

-- Subcommittee on Personnel Data Standardization

The Subcommittee did not meet during this period as it is current on standardization of existing elements tasked to its workgroups.

-- Subcommittee on Manpower Statistics

The Subcommittee has completed the initial development of a revised SF 113-A form and instructions for the "Monthly Report of Federal Civilian Employment" and is currently involved in receiving working-level comments on the proposal from all known users of monthly strength data. At the present time, the Subcommittee's objective of implementing the revised report effective with the October 1976 cycle is on schedule.

The Subcommittee completed work on developing a policy statement on the release and interchange of Federal manpower statistics. The statement, approved by the USCSC Executive Director, calls for the inter-agency release of any information (such as agency average grade) which would be releasable to the general public if requested under the Freedom of Information Act.

IAG Committee on Personnel Management Evaluation

This Committee reports it has had three major activities this year:

- Task Force on Productivity Measures for Operating Personnel Offices. This task force is well along on the development of standard output measures for operating personnel offices. Two pilot tests have been held of the measurement system. Another is scheduled for May. Operational tests in five or more agencies are slated to begin in the transition quarter.
- Coordination of CSC and Agency PME Planning. A cooperative planning system was developed between the Bureau of Personnel Management Evaluation and the agencies which facilitates the scheduling of BPME on-site evaluations and focuses both CSC and agency PME resources on problem areas of highest priority. For the first time this planning process was linked to the development of CSC and agency FY-77 budgets and work plans. A two-day conference on planning and major improvement strategies was held in Washington, D. C. February 10 - 11, 1976.
- Training for PM Evaluators. Work continues on developing training materials for personnel management evaluators. In addition to the PM evaluation course now offered through the Personnel Management Training Center, new case materials have been prepared and are being tested in the current BPME area conferences. These will be handed off to the agencies through the IAG Committee on Personnel Management Evaluation Training Subcommittee.

Objectives for FY-77 have not been formally adopted yet, but the Committee reports it expects the objectives to focus on expanded training and information sharing on newly developed evaluation methodologies.

Second Quarterly Status Report of IAG Committee
Goals and Objectives - FY 1976

Following is an overview of IAG Committee activity and progress toward FY-76 objectives (as of December 30, 1975.) A more comprehensive report will be provided at the end of this fiscal year.

IAG Committee on Adverse Actions and Appeals

The Committee on adverse actions and appeals reports progress being made toward its stated goals and objectives during the second quarter. The Committee has been continuing its monthly meetings with meetings once or twice a month of various subcommittees on an as-needed basis. Members of the Committee have been given the opportunity to suggest agenda items for discussion at the meetings. At least one or two agenda items have been suggested before each month's meeting, with more brought up at the meetings themselves. The members in turn are apprised of the Committee's concerns. A review of the first years activities and progress of the FEAA by its Director was of special interest to the members.

-- Policy Subcommittee

Some of the policy questions dealt with by the Policy Subcommittee this quarter include:

- o Proposed amendments to parts 771 and 772 regarding choice of representatives in appeals and grievances to avoid conflict of interest situations.
- o Suggested policy change concerning the interrelationship of different appellate procedures.

-- Legislation Subcommittee and Information Sharing Subcommittee

Meetings of these Subcommittees have been held on an as-needed basis to discuss matters of interest to members.

IAG Committee on Development and Training

The Committee indicates it is progressing on its FY-76 goals and objectives and that the majority of objectives established will be accomplished in the third and fourth quarter of FY-76. The major accomplishments during the second quarter are as follows:

- o The Committee's completion of a catalog of Federal agency training facilities in the Washington, D.C. area that are available to other agencies.
- o A panel discussion session by the Steering Committee members at the Commission's Training Managers Conference (week of October 20th, 1975). The discussion focused on mutual training concerns and issues.

- o The Committee's significant progress in recommending a standardized range of per diem rates for long-term training where meals and lodging are not furnished and a standardized rate for miscellaneous subsistence expenses when food and lodging are provided as part of the registration fee for training programs.

-- Training Policy Standing Committee

This Subcommittee revised its FY-76 objectives during the second quarter. All other Subcommittees reported they are working to accomplish their planned objectives.

IAG Committee on Equal Employment Opportunity

Progress in achieving FY-76 objectives are as follows:

- Study of methods to insure more timely processing of EEO complaints.
 - o Completed. New Part 713 regulations presently with the Executive Director for clearance which should accomplish the objectives of more timely processing.
- Study of ways to provide adequate EEO Counselor and EEO Investigator training to meet certification requirements.
 - o Partially completed. Committee is currently providing training to CSC investigators who will be conducting EEO investigations under new regulations. Training will be certified. Counselor training is still under study.
- Consider establishment of an IAG 233 Subcommittee on Upward Mobility to enhance program effectiveness.
 - o Completed. Decision made to establish Subcommittee. Selection of Subcommittee members now underway.
- Continuing review and improvements to CSC EEO regulations and FPM guidelines.
 - o Partially completed. New Part 713 regulations now before Executive Director for clearance. FPM changes to follow signature.

IAG Committee on Executive Manpower

This Committee was established with the design that the overall Committee would meet about twice a year, and the work of the Committee would be carried on by three Subcommittees. During this past quarter the Subcommittees have each met several times. Efforts are being made to complete written reports. A major topic for all three Subcommittees has been the material covered in FPM Supplement 305-1 including such major subjects as "outside search" and use of the Executive Inventory. The Subcommittees are expecting to have material prepared to submit to the overall Committee by February or March. The Committee reports it has gone a long way towards accomplishing its goal of providing continuing consultation, communication, and sharing of views between the Committee and the Executive Manpower.

IAG Committee on Federal Personnel Management Information Systems

The full Committee met three times during the period from July 1, 1975, through December 31, 1975. The agenda of the August 7, 1975, meeting included a comprehensive discussion of the Privacy Act of 1974 and Commission actions to meet the requirements of the Act. At the meeting on September 26, 1975, the goals and objectives of the three Subcommittees were handed out, the proposed publication on the personnel data standardization program was discussed, changes to the submission requirements for the monthly 113-A were explained, update information on Privacy Act work was given, the upcoming merger of minority group identification in automated personnel data files and security requirements was discussed, and changes contemplated in the "Position, Supervisory" and "Handicap, Reportable" codes in CPDF were thoroughly explored. In the November, 1975 meeting, topics covered were reduction in the number of Standard Form 50's required from automated agencies, aspects of the Privacy Act, the codes mentioned above, and activities and plans for the FPMIS project.

-- Subcommittee on Personnel Data Standardization

- o This Subcommittee provided advice and consultation on the modification of the supervisory and handicap codes to provide more accurate and detailed statistics for program evaluations and monitoring.

-- Subcommittee on Manpower Statistics

- o This Subcommittee was active in a project aimed at making changes to the 113-A reporting procedures. A final plan is scheduled for March, 1976 with implementation in October, 1976. The Subcommittee has also initiated a review of issues and problems on the release and interchange of Federal manpower statistics produced by Federal agencies. This Subcommittee reports this period has been most productive and considerable progress was made toward achieving the goals and objectives of the Committee.

IAG Committee on Job Evaluation

The Committee has not held regular meetings. However, a portion of the Committee has met to discuss the new Factor Evaluation System, and the full Committee met on December 30 to discuss the Factor Evaluation System and the Classification Standards Advisory Board. A general meeting will be called in the early part of the third quarter to discuss FY-76 goals and objectives for the Committee.

IAG Committee on Labor Management Relations

This Committee has met monthly during this reporting period to discuss problems and issues of immediate concern in the field of labor management relations.

Two Subcommittees of the Labor Management Relations Committee were appointed to consider the issue of unit consolidation and the issue of mid-term bargaining.

-- Subcommittee on Unit Consolidation

This Subcommittee reported to the full Committee at the December, 1975 meeting. The conclusion was that not all consolidation requests will

promote the purposes of the Order and petitions for consolidation be reviewed in the context of an agency's structure.

-- Subcommittee on Mid-term Bargaining

This Subcommittee reported to the full Committee in January, 1976 and concluded that, as a general rule, management has an obligation to negotiate on changes it proposes to make during the life of an agreement unless this obligation has been modified. As a general rule, mid-term modifications in the agreement have not, to date, posed a problem and there was no anticipation that this would be a problem in the future. The consensus of the group was that where unforeseen changes occur which require modifications in the agreement an effort should be made to resolve any problems in a practical fashion rather than taking a technical approach concerning the "legal" obligations that may exist under the Order.

IAG Committee on Pay, Leave and Hours of Duty

The full Committee on Pay, Leave and Hours of Duty did not meet in the second quarter of FY-76 (October 1 - December 31, 1975). The Steering Committee did not meet in the second quarter. Plans were made for a meeting to be held early in the third quarter.

-- Workgroups

The workgroups on Locality Pay and Dividing the General Schedule were disbanded in the second quarter. They were established to advise the Pay Policy Division Staff on research and development work associated with certain "Ash Letter" research projects. These projects were completed in the second quarter of FY-76 and reports prepared for submission to the Commission.

It is planned that ad hoc committees or workgroups will be established from time to time to assist the Compensation Planning Group in developing systems to implement the recommendations of the President's Panel on Federal Compensation.

The workgroup on hazard differentials met in October to discuss the problems arising from the existing different hazard pay provisions for GS and Wage employees. Staff is currently working on the implementation of the workgroup's recommendation.

The facilities of the IAG were used to obtain agency views on: instructions regarding compensation for travel time outside regular hours of duty under the Fair Labor Standards Act.

IAG Committee on Personnel Research

The Committee held one meeting in the second quarter, the purpose of which was to present reports and provide opportunity for discussion regarding several topics of interest to the Federal personnel research community. Subjects covered included the development of a written test data information system; the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research; an assessment center model for early identification

of managerial ability; and current status of EEOCC Guidelines. The Committee reports progress toward its planned FY-76 goals and objectives. Committee members were requested to notify the Chairman of the Committee if they had an interest in taking part in CSC's review of the Uniform Guidelines. Six agency psychologists agreed to participate. A meeting is planned for 3rd quarter FY-76. It will most likely focus on a discussion of the implications of the Uniform Guidelines on agency personnel measurement practices.

IAG Committee on Retirement, Insurance and Occupational Health

The Committee did not hold a meeting in the second quarter. Consequently, they report there has been no additional progress toward achieving its objectives. They indicate rather disappointingly, there have been no agency initiated contacts to suggest agenda items during this interval. The Committee plans to visit Steering Committee members and other agency representatives by the middle of the third quarter to obtain suggestions on agenda items. A meeting toward the end of the third quarter or the beginning of the fourth is planned. At that time the Committee indicates it will be in position to report more tangible results.

IAG Committee on Security and Suitability

The Committee has held no meetings during this quarter. It is anticipated that there will be a Committee meeting in the third quarter to further discuss the Privacy Act, and to work on an agenda for future study items.

IAG Committee on Staffing

This Committee met once during the second quarter and reports progress on its planned goals and objectives.

-- Subcommittee on Veterans Employment

This Subcommittee met on December 4 to discuss: agency implementation of section 403, P.L. 93-508; new regulations allowing use of VRA's for term appointments; and decrease in VRA hires and efforts to reverse trend.

-- Subcommittee on Merit Promotion

This Subcommittee did not meet during the quarter since the revised FPM Chapter on Merit Promotion was with the agencies for comment during most of the quarter. The Subcommittee or the full Committee will probably meet in the third quarter to discuss agency reactions to FPM Chapter 335.